

**Justification:**

On the basis of existing clerical operations it requires approximately 25 minutes on the average to perform all of the operations for the processing and control of a Top Secret document. Of this time, approximately 15 minutes is clerical time. It is estimated that the use of Addressograph equipment can reduce this clerical time by 10 minutes.

During the Budget Year it is estimated that 5000 documents will be subject to these processing and control operations. The use of Addressograph equipment would therefore make a saving of 833 man hours during the year. This saving in terms of the salary of a CAF 4 clerk amounts to \$1824 or approximately 2/3 man year.

It is estimated that if such machine techniques are not adopted it would be necessary to employ two additional clerks beyond the present Table of Organization, but that one additional person will be sufficient with such equipment in use. The total saving is therefore estimated at the full salary of one CAF-4 Clerk or \$2724 per year.

The annual cost of operation, using Addressograph equipment would be as follows:

Material costs-----	\$ 265.70
Equipment cost-----	\$ 231.86 (amortized over 10 years)
	<u>\$ 497.56 per year.</u>

Actual savings per year, \$2724 minus \$497 equals \$2227 per year.

25X1

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900290002-8

Next 5 Page(s) In Document Exempt

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900290002-8

Archived Division

02 - Travel Estimate

Trips made in connection with records including attendance at meetings, arranging for the receipt, transmission, or disposal of records, or for the provision of storage space for records.

3 - Round trips  Points @ \$120.00 - Total Cost \$360.00

03 - Transportation of Things

Transportation of records from field offices of CIA to Storage in the Washington, D.C. area, or for transportation to field offices for storage. Such movements of records in the past have been covered for out of the general services funds and no monetary figures are included here. Certain records are now stored in other areas and it is probable that additional transfers of this type will be required.

04 - Communications

None

05 - Rents and Utility Services

None

06 - Printing and Binding

Control slip forms required for the control and indexing of records. Yearly requirements, 30,000 forms. Unit cost .011 Total estimate - \$330.00

07 - Other contractual services

Rental of microfilming equipment which is not sold by the companies. Including normal servicing costs, - 2 Rotary type microfilming cameras @ 40.00 a month - Total \$960.00 a year.

Archived Division

02 - Travel Estimate

Trips made in connection with records including attendance at meetings, arranging for the receipt, transmission, or disposal of records, or for the provision of storage space for records.

3 - Round trips to  Points @ \$120.00 - Total Cost \$360.00

03 - Transportation of Things

Transportation of records from field offices of CIA to Storage in the Washington, D.C. area, or for transportation to field offices for storage. Such movements of records in the past have been covered out of the general services funds and no monetary figures are included here. Certain records are now stored in other areas and it is probable that additional transfers of this type will be required.

04 - Communications

None

05 - Rents and Utility Services

None

06 - Printing and Binding

Control slip forms required for the control and indexing of records. Yearly requirements, 30,000 forms. Unit cost .011 Total estimate - \$330.00

07 - Other contractual services

Rental of microfilming equipment which is not sold by the companies. Including normal servicing costs, - 2 Rotary type microfilming cameras @ 40.00 a month - Total \$960.00 a year.

Archives Division

08 Supplies and Materials

1. Film for microfilming of records - - \$3675  
Savings from use of microfilm - \$ 12,925 the first year with annual savings of \$1458 thereafter.

Justification: Volume of records to be microfilmed during Budget Year - 750 cu ft.  
Number of sheets per cu ft - 3000 Number of images, legal size, per 100 ft, 16 mm film - 3000  
Number of 100 ft rolls of film required for 750 cu ft - 750 rolls.  
Cost of film per roll - \$4.90 Total film cost 750 x \$4.90 - - - \$3675  
Microfilm cabinet cost, 2 cabinets, @ \$121.43 - - \$242.86  
Space required for two microfilm cabinets - 16 cu ft @ \$2.00 - - \$32.00 per year

To keep these records in their original form under combination locks would be as follows:  
Cabinets required 75 @ \$205 each - total equipment cost - \$15,375  
Space for 75 cabinets @ 10 sq ft - total 750 @ \$2.00 sq ft/yr - - \$1500 per year  
Total cost - \$16,875 first year with \$1500 per year thereafter

To keep these records in original form in a storage location would cost as follows:  
Shelf-sections required for 750 cu ft - 29 sections @ \$37.00 - - \$1073  
Cardboard containers required for 750 cu ft - 609 @ \$35 - - - 213.15  
Space for 29 shelf-sections @ 10.5 sq ft - 304.5 sq ft @ \$.75 - - 228 per year  
Total cost first year - - - - - \$ 1514  
Annual cost after first year - - - - - 228 per year

The cost of storage will exceed the cost of filming after the 10th year of storage. However, no estimate is included for overhead and maintenance of records in storage. The Hoover Commission Task Force estimated this to be approx. \$.11 per cu ft per year. Using this as additional cost of storage of records, the cost of storage would overtake the cost of microfilming by the 7th year of storage. For these reasons, it is recognized that great care must be exercised in selecting records for filming so that the more economical means may be made use of. It is estimated that the 750 cu ft to be filmed will be of permanent value, or will have value for a minimum of 15 years. It is also believed that these costs of microfilming may be lessened as experience is gained in this field.

2. Cardboard containers for the storage of inactive records - - \$504.00  
Savings from use of cardboard containers on shelves - ~~\$21,942~~ 28,897 + 3206 yearly thereafter  
Justification: Estimated volume of records to be stored - - 1800 cu ft  
Space required in storage @ .4 sq ft per cu ft - - 720 sq ft @ \$.75 sq ft/yr - - \$540.00 yr  
Container cost in storage 1200 boxes @ \$.35 - - - - - 420.00  
Shelving cost in storage - 70 sections @ \$37.00 - - - - - 2590.00  
Cost first year in storage - 1800 cu ft - - \$3550.00  
Yearly cost thereafter - - - - - 540.00 year

08 Supplies and Materials (continued)

2. Justification (continued)

Using average cost figures obtained in August 1948, which do not reflect recent price rises, it was calculated that the average piece of filing equipment in CIA (including safes, insulated cabinets with combination locks, and ordinary metal or wood cabinets, and including cabinets of all numbers of drawers) is valued at \$123.15 each. It was calculated on the same basis that the average cabinet will contain 7.85 cu ft of records and occupy 9.27 sq ft of office space

Number of cabinets require for 1800 cu ft records - - -	229 @ \$123.15 - -	\$28,201.35
Square feet of space required for 229 cabinets @ 9.27 sq ft -	2123 sq ft @ \$2.00 - -	\$4246 per year
Total cost in office space - - -	- - -	\$32,447 first year
Cost thereafter per year - - -	- - -	\$ 4246

3. Frames and plates for Addressographing operations - - \$273.60

Plates - 7 M @ \$ 5.10 - -	\$ 35.70
Plates - 5 M @ 2.95 - -	14.75
Frames - 5 M @ 24.54 - -	<u>223.15</u>
	\$ 273.60

Justification: See under Addressograph Equipment under 09 Equipment

09 Equipment

1. Shelf sections for the storage of 1800 cu ft of records - 70 sections @ \$37.00 - - - \$2590

Justification: As explained in justification for cardboard containers, Paragraph 2 under 08 above, the use of shelving and cardboard containers in a storage location will return a saving over storage of records in an average cabinet in office space of \$28,897 plus annual savings of \$4706 thereafter. These savings would be nearly twice this amount if the filing equipment released were calculated to be insulated cabinets with combination locks. There is a difference in unit cost of the "average" cabinet from the Safe cabinet of \$21.00, with a minimum of 180 such units required, or a value of \$14,580.

1 ea. Addressograph model 1900 with attachments - - -	\$ 875
1 ea. Graphotype model 6340 - - -	<u>975</u>
Total cost	\$ 1850

Considering the amortization of this equipment over 10 years, the annual cost would be \$185.

**SECRET**

Archives Division

09 Equipment (continued)

2. Justification (continued)

On the basis of existing clerical operations it requires approximately 25 minutes on the average to perform all of the operations for the processing and control of a Top Secret document. Of this time, approximately 15 minutes is clerical time. It is estimated that the use of Addressograph equipment can reduce this clerical time by 10 minutes.

During the Budget Year it is estimated that 5000 documents will be subject to these processing and control operations. The use of Addressograph equipment would therefore make a saving of 833 man hours during the year. This saving in terms of the salary of a CAF 4 clerk amounts to \$1824 or approximately 2 2/3 man year.

It is estimated that if such machine techniques are not adopted it would be necessary to employ two additional clerks beyond the present Table of Organization, but that one additional person will be sufficient with such equipment in use. The total saving is therefore estimated at the full salary of one CAF-4 Clerk or \$2724 per year.

The annual cost of operation, using Addressograph equipment would be as follows:

Material costs	- - - - -	\$ 273.61
Equipment cost	- - - - -	185.00 (amortized over 10 years)
		\$ 458.61 per year.

Actual savings per year, \$2724 minus \$458 equals \$2266 per year.

3. Microfilm cabinets - - - ~~\$400.13~~ \$364.29

Justification: Cost per microfilm cabinet, Recordak film file No 640, - \$121.43  
Capacity per cabinet - 96 - 100 ft rolls, 16mm film per drawer x 6 drawers - - 576 rolls per cabinet  
Film to be stored - 750 reels produced by the microfilming operation described in paragraph 1, under 08 Supplies. In addition there is an accumulation of microfilm reels produced by other agencies which must be stored in microfilm cabinets, which will require slightly more than one cabinet per year.

**SECRET**